

Bachelor of Public Health Student Handbook

2014 – 2015

Table of Contents

| | |
|--|----|
| Letter from the Dean | 3 |
| Welcome | 4 |
| BPH Program Information and Policies | 5 |
| Program Outcomes | 5 |
| Requirements for the Bachelor of Public Health Degree | 7 |
| Program Curriculum | 7 |
| UK Core Requirements | 7 |
| Graduation Composition and Communication Requirement | 7 |
| Pre-major Requirements | 7 |
| Major Requirements | 7 |
| Additional Natural Science Courses | 8 |
| Electives | 8 |
| Academic Performance | 9 |
| General Information | 11 |
| Appendix | 14 |

Letter from the Dean

Dear BPH students,

I am pleased that you have decided to attend the University of Kentucky to pursue a Bachelor of Public Health Degree from the College of Public Health. The faculty and staff of the College of Public Health welcome you to the College and congratulate you on choosing a most important and exciting field of study. We are proud of the opportunity to contribute to improving the health status of Kentucky's citizens by training the next generation of public health leaders. Providing you and your peers with a solid educational foundation is an important responsibility and one that we take seriously.

As a fully accredited school of public health by the Council on Education for Public Health (CEPH) and a fully participating member of the Association of Schools and Programs of Public Health (ASPPH), our training, research, and service activities are extremely deep and broad. In 2010, the college was re-accredited by CEPH for a term of seven years until December 2017. The College was successful in achieving full reaccreditation for seven years in 2012 for the Master of Health Administration degree program from the Commission on Accreditation on Healthcare Management Education (CAHME). The college has dramatically increased program development which is primarily used to support students and enhance endowed faculty positions. In fiscal year 2013 – 2014, the college received more than \$34 million in grant funding for research. The research portfolio of our faculty and staff provides outstanding training opportunities for our students, supports national research priorities, builds bridges to other Colleges and Universities, and increases the stature of our College internationally.

Our mission is to apply cutting-edge, comprehensive approaches to better understand and reduce the causes of diseases and injuries and the burdens they place on individuals, families and communities. The College of Public Health is recognized locally, nationally, and internationally for its outcomes and products addressing public health problems, reflecting excellence in discovery, outreach, learning, service, community engagement, and leadership. We pursue our mission through academic excellence, accountability, community engagement, democracy, educational opportunities, organizational cohesion, trans-disciplinary discovery and integrity.

We are one of 52 (and the number is growing) accredited schools of public health who share a grand mission to improve the public's health across the U.S. and around the world through our teaching, research and service. The faculty, staff, students and alumni of the College are committed to making a difference in the Commonwealth of Kentucky and beyond. We take seriously our responsibility to prepare the next cadre of public health workers; we know we are preparing future public health leaders. People are important here, and we are genuinely committed to making our work and learning environment positive, fair, and diverse. We are delighted that you have decided to join us, a Top 25 School of Public Health, and we look forward to helping you prepare for your future.



Wayne T. Sanderson, PhD, CIH



Welcome

The College of Public Health Mission

As a component of Kentucky's land grant institution, the Mission of the College of Public Health at the University of Kentucky is to apply comprehensive health approaches to understand better and to help reduce the burdens and disparities of health problems on individuals, families and communities.

Accreditation

In October, 2010, the College of Public Health was re-accredited by the Council on Education for Public Health (CEPH) for a seven-year term, extending to December 31, 2017. CEPH is an independent agency recognized by the US Department of Education to accredit schools and programs of public health. CEPH accreditation attests to the quality of an educational program and enhances a school or program's national reputation.

Bachelor of Public Health

The BPH is a new and unique professional undergraduate degree program offered by the University of Kentucky, College of Public Health. The degree contributes to the concept of an educated citizenry and builds advocacy within the Commonwealth to remedy Kentucky's long-standing health disparities. This program is unique in that it is the only professional undergraduate public health program offered in the state of Kentucky, and one of few offered in the United States. BPH graduates are well-positioned to pursue entry-level positions in community and public health, as well as for graduate study in public health and a variety of other health professions. The information in this handbook is intended to serve as a guide for your matriculation into our program and successful completion of the degree requirements. Students should familiarize themselves with the information provided herein.

Contact Information

Director of Undergraduate Studies
Alex Howard, DrPH
Phone: (859) 218-2086
E-mail: afhowa3@email.uky.edu

Academic Advisor
Marilyn E Underwood, MA
Phone: (859) 218-2064
E-mail: mleste00@uky.edu

BPH Program Information and Policies

Program Outcomes

The outcomes of the program and the resulting curriculum design are guided by several critical documents. The first, Framing the Future: The Second 100 Years of Education for Public Health (July 2012), developed by the Association of Schools of Public Health identifies the critical elements of an undergraduate major in public health that would prepare students to enter the workforce and/or pursue advanced studies in public health or other health professions. This document was developed in conjunction with the Council on Education in Public Health (CEPH), the accrediting body for schools of public health. The second document, Undergraduate Public Health Learning Outcomes Model, developed in collaboration with the Association of American Colleges and Universities, Association for Prevention Teaching and Research, Centers for Disease Control and Prevention, and the Association of Schools of Public Health serves to facilitate the introduction of public health for undergraduate students in two- and four-year colleges and universities. Finally, the Core Competencies for Interprofessional Collaborative Practice helps to guide the design of educational programs and stimulate learning in team work and interprofessional collaboration. The following program outcomes for this degree program are derived from these three guiding documents. The outcomes are focused on three domains.

I. Knowledge of Human Cultures and the Physical and Natural World

1. Analyze public health and its history, philosophy, core values, and functions as related to the roles and responsibilities of government, non-government agencies, and private organizations.
2. Describe the science concepts underlying the concepts of human health and disease and the basic approaches to health promotion and disease prevention.
3. Describe risk factors and modes of transmission for infectious and chronic diseases and how these diseases affect both personal and public health.
4. Summarize the leading causes of mortality, morbidity, and health disparities among local, regional, and global populations.

5. Explain the role of gender, race, ethnicity, and other evolving demographics in affecting public health.
6. Explain major local, national, and global health challenges regarding different health issues and problems confronting the population(s) of the U.S. and other countries, including the role of governmental and nongovernmental health institutions in affecting the population's health.
7. Explain the basic sociological and psychological concepts, processes, approaches, and interventions that address the major health-related needs and concerns of individuals and communities.
8. Describe the influences that science and technology are having on individual and public health.
9. Outline approaches for assessing and controlling environmental hazards that affect community health and address control methods for selected environmental hazards.
10. Assess the values and perspectives of diverse individuals, communities, and cultures and their influence on health behaviors, choices, and practices.

II. Intellectual and Practical Skills

11. Describe how the methods of epidemiology and surveillance are used to safeguard the population's health.
12. Use scientific data, including tools of informatics, knowledge of one's own role and those of other professions to appropriately assess the well-being of a community and address the healthcare needs of the populations served.
13. Explain the interconnectedness among the physical, social, and environmental aspects of community health through the creation of systems-based diagrams regarding population flows for a particular disease in relation to the environment, different stakeholders, and the population's overall health status.

14. Apply relationship-building values and the principles of team dynamics to perform effectively in different team roles to plan and deliver patient-/population-centered care that is safe, timely, efficient, effective, and equitable.
15. Prepare literature searches and written papers on a health issues using a variety of academic and public resources to include references and related resources, regarding a current issue, related trends, and potential interventions for an assigned public health challenge.
16. Assess the source and quality of health information and data, as related to individual and community health.
17. Assess the impact of legal, ethical, economic, regulatory dimensions of health care and public health policy, and the roles influences, and responsibilities, of different agencies and branches of government.
18. Assess the fundamental characteristics and organizational structures of the U.S. Health system and to note significant differences in systems in other countries.
19. Appraise the fundamental features of project management and evaluation, including basic

management of resources (financial, human, and material), as well as quality improvement in public health efforts.

20. Apply basic concepts of public health specific communication, including technical and professional writing and the use of mass media and electronic technology.
21. Apply the basic concepts, methods, and tools of public health data collection, use, and analysis and explain why evidence-based approaches are an essential part of public health practice.

III. Personal and Social Responsibility

22. Identify stakeholders who influence health programs and interventions.
23. Defend the role of community engagement in promoting public health and social justice.
24. Outline individual and community preparedness considerations regarding health emergencies and public disasters.
25. Analyze ethical concerns and conflicts of interest that arise in the field of public health.
26. Examine the fundamental right to health and health services.

Requirements for the Bachelor of Public Health Degree

The College of Public Health requires students to earn a minimum of 120 hours for the Bachelor of Public Health with a minimum grade-point average of 2.5. In addition, students must earn a grade of C or better in all public health major requirement classes. Refer to the Academic Performance section of the CPH Undergraduate Bulletin for more information regarding the University repeat option policy. Students may take additional hours in accordance with stated University policy.

Program Curriculum

The following curricular requirements are presented as a guide to your matriculation through the program, but depending on your previous coursework, there may be changes and alternatives suggested by your BPH advisor.

UK Core Requirements

See the UK Core section of the 2014 – 2015 Undergraduate Bulletin at: <http://www.uky.edu/registrar/sites/www.uky.edu/registrar/files/UKCoursesF14.pdf> for the complete UK Core requirements. The courses listed below are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core requirements.

| | |
|---|-----------|
| I. Intellectual Inquiry in Arts and Creativity | |
| Choose one course from approved list | 3 |
| II. Intellectual Inquiry in the Humanities | |
| Choose one course from approved list | 3 |
| III. Intellectual Inquiry in the Social Sciences | |
| Choose one course from approved list | 3 |
| IV. Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences | |
| Choose one course from approved list | 3 |
| V. Composition and Communication I | |
| CIS/WRD 110 Composition and Communication I | 3 |
| VI. Composition and Communication II | |
| CIS/WRD 111 Composition and Communication II | 3 |
| VII. Quantitative Foundations | |
| Choose one course from approved list | 3 |
| VIII. Statistical Inferential Reasoning | |
| Choose one course from approved list | 3 |
| IX. Community, Culture and Citizenship in the USA | |
| Choose one course from approved list | 3 |
| X. Global Dynamics | |
| Choose one course from approved list | 3 |
| UK Core Hours | 30 |

Graduation Composition and Communication Requirement

CPH 470, required in the Major Requirements, fulfills the Graduation Composition and Communication Requirement.

Pre-major Requirements

| | |
|--|---|
| BIO 103 Basic Ideas of Biology ++ (or higher) | 3 |
| BST 330 Statistical Literacy in Public Health ++ | 3 |
| CLA 131 Medical Terminology from Greek & Latin | 3 |
| CPH 201 Introduction to Public Health ++ | 3 |

| | |
|---|----|
| GRN 250 Aging in Today's World ++ | 3 |
| MA 111 Introduction to Contemporary Math ++ | |
| OR MA 109 College Algebra (or higher) | 3 |
| Subtotal: Pre-major Hours: | 18 |

Major Requirements

I. Required Public Health Courses

| | |
|--|----|
| CPH 310 Disease Detectives: Epidemiology in Action | 3 |
| CPH 320 Foundations of Environmental Health | 3 |
| CPH 440 Foundations of Health Behavior | 3 |
| CPH 472 Public Health Professions and Practice | 3 |
| HSM 241 Health and Medical Care Delivery Systems | 3 |
| Subtotal: Core Hours: | 15 |

II. Public Health Electives (choose 5 out of 8)

| | |
|--|----|
| CPH 202 Public Health through Popular Film | 3 |
| CPH 203 Sexual Health | 3 |
| CPH 351 Preparing for Apocalyptic Events: | |
| Crisis Mgm & Population Health | 3 |
| CPH 423 The Health of Kentuckians | 3 |
| CPH 441 The Smoking Gun: Tobacco and the Public's Health | 3 |
| CPH 450 Managing Health Services Orgs to Improve Population Health | 3 |
| CPH 451G A Sick World: Global Health in the Early 21st Century | 3 |
| GRN 585 Aging and Environment | 3 |
| Subtotal: Public Health Electives: | 15 |

III. Electives within the Major (choose 2 out of 6)

| | |
|---|---|
| ANT 251 Global Health: Cultures, Pathologies, and Social Inequalities | 3 |
| ANT 303 Topics in the Anthropology of Food and Nutrition: (Subtitle required) | 3 |
| GEO 261 Global Dynamics of Health and Disease ++ | 3 |
| GEO 309 Introduction to GIS | 3 |
| SOC 235 Inequalities in Sociology | 3 |
| SOC 360 Environmental Sociology | 3 |
| Subtotal: Electives: | 6 |

IV. Capstone course - required:

After attaining junior status, students must complete a capstone course, which also satisfies the Graduation Composition and Communication Requirement.

| | |
|--------------------------------------|----|
| CPH 470 Public Health Capstone | 3 |
| Total courses within major: | 39 |

NOTE: Students must earn a grade of C or better in all Major Requirements courses.

++ may also be used towards completion of a UK Core requirement

Additional Natural Science Courses

Choose 12 hours in natural or physical science courses at the 200+ level. These courses are generally chosen from the following departments: ANA, BIO, CHE, PHY, PGY.

(Students desiring to enroll in 200+ level CHE courses will be required to enroll in 100 level CHE prerequisites. Students desiring to enroll in 200+ level PHY courses will be required to enroll in 100 level MA prerequisites.)

Twelve credit hours from the following list of courses meet the additional natural or physical science requirements for the BPH degree.

| Course Number | Course Title | Course Prerequisites | Credit Hours |
|--|-------------------------------|---|--------------|
| BIO 208 | Principles of Microbiology | High school chemistry recommended | 3 |
| BIO 209 | Introductory Microbiology Lab | One unit of chemistry or consent of instructor; Bio 208 or Bio 308 should be taken concurrently | 2 |
| ANA 209 | Principles of Human Anatomy | Introductory biology or zoology | 3 |
| PGY 206 | Elementary Physiology | One semester of college biology | 3 |
| PGY 207 | Case Studies in Physiology | PGY 206 or equivalent; may be taken concurrently | 1 |
| Subtotal: Additional Course Hours | | | 12 |

Electives

Choose electives to lead to the minimum total of 120 hours required for graduation.

Please note that students are required to seek guidance from the advisor to ensure they are on track and progressing towards degree completion.

Total Minimum Hours Required for Degree = 120

Current course descriptions can be located on the registrar's website:
<http://www.uky.edu/registrar/content/2014-15-course-descriptions#C>

Academic Performance

For students accepted to the Bachelor of Public Health (BPH) program, the rules for academic probation, dismissal, and reinstatement are comparable to those established by the University for Undergraduate Colleges and also include criteria for student performance in required public health courses:

- A student must earn a C or better in all public health core courses in order to complete the major requirements and advance through sequential public health courses. A grade lower than a C will require the student to repeat that course and obtain a C or better to meet major requirements.
- A student has the option to repeat once as many as three different courses in which he/she received a grade of B, C, D, or E. This is called a Repeat Option. Only the grade, credit hours, and quality points of the second completion will be used in calculating the GPA, provided the student has made a specific request through a Repeat Option form (available from your advisor). A limit of three repeat options may be filed during your entire undergraduate career. The student must be enrolled at the time the repeat option form is filed.
- Any student who fails to maintain a cumulative UK GPA of 2.5 shall be placed on academic probation within the College of Public Health.
- To overcome academic probation, a plan must be developed with the Academic Advisor. The plan may include some or all of the following:
 - Attend at least four hours of supervised study time per week with the Academic Advisor.
 - Schedule a monthly advising appointment with academic advisor.
 - During the add/drop window (August, January)
 - Four weeks into the semester (September, February)
 - Eight weeks into the semester (October, March)
 - Prior to the final drop deadline (first week of November, first week of April)
 - Dead week of each semester (December, April)
 - Submit academic progress reports to academic advisor at each advising session.
- Additional requirements will be determined on an individual basis.
- If a student does not follow the plan outlined by the Academic Advisor, the student may be dismissed from the program.
- A student can be removed from academic probation when a cumulative GPA of 2.5 or higher is obtained.
- A student shall be dismissed from the College if he/she fails to achieve a cumulative GPA of 2.5 or higher within two consecutive semesters of being placed on probation or fails to earn a term GPA of 2.5 or higher for any two consecutive semesters following his/her placement on academic probation.
- A student who earns a term GPA of 2.5 or higher for each semester following placement on probation will continue in probationary status until a cumulative GPA of 2.5 or higher is obtained.
- Students who are on academic probation within the College of Public Health may transfer to other colleges or departments provided the students meet eligibility criteria.
- A student who has been dismissed from the College for academic reasons and has remained outside the program for at least a semester and a summer session may petition for reinstatement. Petition for reinstatement is to be made in writing to the Dean of the College of Public Health and shall include a written statement by the student specifying why he/she should be considered for reinstatement. After consultation with the Director of Undergraduate Studies and other faculty as appropriate, the Dean may choose to accept or deny the petition. The Dean may require that the student agree to certain conditions in order to be reinstated (i.e. take additional course work, complete a writing class, obtain tutoring). The Dean shall inform the student in writing that he/she has been reinstated or reasons for denial of the petition for reinstatement. No student will be readmitted to the College via reinstatement request more than twice.
- A student who has been dismissed for academic reasons and reinstated shall, upon reinstatement, be placed on academic probation and be subject to the academic performance expectations outlined in this policy.

Repeat Options

An undergraduate student has the option to repeat once as many as three different completed courses with only the grade, credit hours, and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career, no matter how many degrees or programs are attempted. A student may not use a repeat option when retaking a course on a Pass/Fail basis if the course was originally taken for a letter grade.

To file a repeat option in the College of Public Health, students enrolled need to come by the Office of Admissions and Student Affairs, fill out a repeat option form, and turn it in to one of the office staff. The repeat option must be filed prior to graduation.

Note: the repeat option cannot be used to raise the student's standing for admission to the UK Graduate School.

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time. A student must be enrolled at UK at the time he/she files the repeat option.

How to Withdraw From UK:

You may cancel your registration before the first day of class by using the myUK portal. To completely withdraw from the University after classes have started you must contact the Registrar's Office, Funkhouser Building, Room 10, immediately. Note that students are only allowed to withdraw up to a certain date. See the academic calendar for the semester in question to find permissible withdrawal dates.

Academic Integrity, Cheating, and Plagiarism

Students in the BPH Program are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on Students Rights and Responsibilities see the following website: www.uky.edu/StudentAffairs/Code/index.html. Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal, or expulsion from the University. Instances of academic dishonesty will be reported to

appropriate University officials as required by University rules and procedures. Not knowing the policies is not an excuse, so make sure you read Parts I to IV of the website.

A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site or can be accessed at www.uky.edu/Ombud/Plagiarism.pdf.

Students who witness a violation to academic integrity, cheating, and/or plagiarism must report any violation to the BPH Academic Advisor within a week of the incident. In addition to University process, policy, and imposed procedures for these infractions, other actions may be recommended by the College of Public Health.

Academic Honesty

Plagiarism is only one form of academic dishonesty, but it is also one of the most vexing. As with other acts of academic fraud, it is a violation based on fact rather than intent, and it is therefore critical that you are clear about the nature of plagiarism. The following definitions illustrate instances of plagiarism.

- Using a phrase, sentence, or passage from another person's work without quotations marks AND attribution of the source. (Both quotations and attribution are necessary).
- Using text from a source that is rearranged paraphrased or discussed without attribution to the source;
- Submitting work where a central idea for a section/ paragraph is taken from a source, written in the student's own words and not cited in the text;
- Submitting work completed by another (including work that was accessed via the internet) copied in its entirety or modified without attribution to the source.
- Submitting your own work towards requirements in more than one class without the explicit prior permission of the instructors.

In addition to the aforementioned examples of plagiarism, the following websites provide additional information on plagiarism.

University of Kentucky: Academic Ombud's website
<http://www.uky.edu/Ombud/>

The different forms of plagiarism
<http://www.uky.edu/Ombud/Plagiarism.pdf>

General Information

Health Care Colleges Code of Professional Student Conduct (HCC Code)

The Health Care Colleges Code of Student Professional Conduct (HCC Code) provides the standards of professional conduct and procedures to be followed when questions arise about the professional moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges, http://www.uky.edu/Provost/APFA/Policy_Protocol/HCCSPBC.pdf.

Confidentiality and Disclosure

The Family Education Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcripts. Under FERPA provisions, students have the right to have their academic records kept separate and confidential unless they consent in writing to have it released. However, FERPA also provides that the College of Public Health may disclose (to University personnel) the student's academic record without the student's consent when the person requesting the information has a legitimate educational interest and the information is used under the following disclosure guidelines and for the purpose of:

- academic advising
- writing a letter of recommendation requested by the student;
- selecting students for honorary organizations;
- informing community-based faculty members serving as preceptors to improve the quality benefit to each rotation;
- responding to a directive pursuant to law or court order.

Diversity, Equal Educational and Employment Opportunities

The College of Public Health and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics,

talents and contributions of all people are valued and recognized for the unique contribution they make to our College. The following statement, required on all official UK documents, guides all admissions and employment practices, and represents the best expression of the CPH commitment to diversity.

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Disabilities (Physical, Mental and/or Learning)

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has "a physical or mental impairment that substantially limits one or more of the major life activities of such individual."

Any student who has such a disability and seeks special accommodations from the University must notify the Admissions/Academic Affairs Office of the College of Public Health of that disability, in writing, preferably before the beginning of the school year, but in no case later than the third day of classes for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify the Admissions/Academic Affairs office, in writing, as soon as they become aware of the disability.

All students requesting accommodations need to be registered with the Disability Resource Center (DRC) and have official UK accommodation letters to provide to each of their faculty. Students are advised that they must provide a reasonable amount of notice for faculty to arrange testing accommodations. Faculty should honor accommodation requests received at least one week prior to a scheduled test or exam. Requests for faculty support with notes are to be interpreted such that when you publicly display outlines or text through a PowerPoint presentation, overheads, or other visual device, it is reasonable for you to provide the

student with a copy of that text. (If you are displaying a set of slides or showing a short film, it is not reasonable for the student to receive a copy. If you work on problems or make lists on a chalk board, it is not reasonable for you to provide a written copy to the student. Students may not request your private, personal notes.)

Requests for testing accommodations that only include extended time (50% or 100%) and testing in a separate, low distraction environment may be set up by the faculty, with a proctor and a quiet work space. At faculty's discretion, the accommodated testing can take place in the Counseling and Testing Center, but the exam must be completed by 4:00 p.m. For further information about scheduling accommodated exams at the Counseling and Testing Center, please call 257-8703 or visit their website at <http://www.uky.edu/StudentAffairs/Counseling/testing.html>.

Requests for testing accommodations that include use of a computer, software, a reader, a scribe, an interpreter, or exams that take place after 4:00 p.m. may not be scheduled with the Counseling and Testing Center. Faculty are responsible for establishing arrangements for these accommodated tests. Academic departments are required to assist with this process.

If you need additional accommodated testing resource options, you may contact the Disability Resource Center for assistance. However, the DRC also must have a reasonable advanced notice (at least one week) of a test or exam that needs special accommodations. For further information or questions, please call the DRC at 257-2754, <http://www.uky.edu/celt/disabilities.php>.

Drug Free Institution

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on University of Kentucky property, on University business, or at University-sponsored events. The University policy, as well as the laws from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found here, <http://www.uky.edu/HR/policies/hrpp013.html>.

UK Academic Ombud

At the University of Kentucky, the Office of Academic Ombud Services is responsible for assisting students and instructors work through and resolve academic related problems and conflicts. The major arenas of activity for UK's Academic Ombud include both Student Academic Rights and Academic Offenses. The primary focus of Academic Ombud Services is the process by which decisions are made, and the primary task of the ombud is to ensure fair policies, processes, and procedures that are equitably implemented. Thus, the Academic Ombud is a neutral party working as an advocate for fairness and equity, <http://www.uky.edu/Ombud/>.

The UK academic ombud is located at 109 Bradley Hall and may be reached at (859) 257-3737, fax, (859) 257-5346, or email: ombud@uky.edu.

Smoke-Free Environment

On April 22, 2008, the UK Board of Trustees gave final approval to the revised version of the university policy that outlines the university's smoke-free policy. This effectively states that as of Nov. 20, 2008, UK HealthCare has made the commitment that there will be no tobacco use permitted in or on any UK HealthCare facility or grounds.

Class Attendance

Every student is expected to attend all class sessions, including laboratories and other outside- the-classroom activities as deemed necessary by the course instructor, and to take all examinations. Each instructor determines his/her individual policy for class attendance, completion of assigned work, absences at announced and unannounced examinations and excused absences. A student has the right to expect this policy to be in writing and given to him or her by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades.

In all cases, the student bears the responsibility for notifying the instructor of any missed work and for making up any missed work. If feasible, the instructor may give the student an opportunity to make up the missed work or examination missed due to an absence during the semester in which the absence occurred.

Class Cancellations

The University never entirely closes, but there may be a rare cancellation of classes due to inclement weather. Announcements of cancellation or delay of classes normally will be made by 6 a.m. through the local media. The latest information will be on the UK Infoline at 257-5684, UK Cable Channel 16, or UK website, <http://www.uky.edu/>. Those students who are participating in an off-site experience will be expected to follow the cancellation/closing policies of the agency/clinic/company where they are assigned.

Dress Code

All students should maintain a clean, neat appearance at all times, and students' attire should be commensurate with the activities in which the student will participate during that day. This policy is designed to provide a reasonable standard of dress and appearance for public health students. If a faculty member deems a particular student's attire to be inappropriate, according to the guidelines below or according to the class syllabus, he or she may notify the student privately at any time before, after, or outside of class and ask the student to correct the problem.

Electronic Devices

Out of respect for classmates and faculty, all students are asked to function in a professional manner as it relates to the use of electronic devices during class sessions. Cell phones, pagers, etc. are disruptive to classroom activities and must be deactivated upon entering the classroom. Instructors may ask that laptops be closed during lectures.

Library Resources

The University of Kentucky libraries house over two million volumes and rank among the largest in the south and Midwest. The Government Publications Department, a Federal Depository, contains documents relating to municipal, state, and national topics. The system also includes Special Collections, and individual libraries of Medicine, Business, Economics, and Law. The University has the W.T. Young Library, a multi-million dollar, state-of-the-art central library. Public health students may also use the library sources in the Health Sciences Learning Center (College of Nursing) and the Medical Science Building. For information on training and library updates, <http://www.mc.uky.edu/medlibrary>.

Computing Services

The Communications and Network Systems offers Student Computing Services at many locations on campus.

Students can access information about these sites and other labs on campus by visiting this website, <http://www.uky.edu/ukit/labs>.

E-mail

All UKCPH students must establish a University of Kentucky e-mail address and provide it to the Admissions/ Student Affairs office. All correspondence from UKCPH to students will be sent to the UK address. Students may report problems with their e-mail address to the Customer Service Center, 111 McVey Hall, 257-1300, <http://www.uky.edu/IT/CustomerService/contact.php>.

Confidentiality of Student Records, Address Information, and Student Rosters

Transcripts and grade information will be released only upon written authorization from the student. Directory information (name, address, telephone listing, date and place of birth, major, dates of attendance, degrees, and most recent educational institution attended) will be released without authorization unless the student notifies the Registrar in writing to the contrary. University of Kentucky College of Public Health student records are kept by the Office of Admissions and Student Affairs in a locked cabinet, with access restricted to authorized personnel.

The College of Public Health does NOT make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than students, faculty and staff of the school. Students are instructed NOT to distribute the lists of their classmates to individuals outside the college.

At UK, students can use the UK website to access important information, including grades, student schedules and registration information. Students also can update their addresses and other information, <https://myuk.uky.edu/irj/portal>.

University Health Services

University Health Services provides medical treatment for full and part-time students. You should access their website for their policies and procedures, <http://ukhealthcare.uky.edu/uhs/>.

Appendix

General Contact Information

University of Kentucky
College of Public Health
111 Washington Avenue
Suite 118
Lexington, KY 40536-0003

Dr. Wayne Sanderson
Interim Dean for the College of Public Health
(859) 218-2227
wsa223@uky.edu

Dr. Kathryn Cardarelli
Associate Dean for Academic and Student Affairs
(859) 218-2096
Kathryn.cardarelli@uky.edu

Dr. Alex F. Howard
Director of Undergraduate Studies
(859) 218-2086
Afhowa3@email.uky.edu

Ms. Laverne R. Carter
Director of Admissions
(859) 218-2066
Ircarte@uky.edu

Ms. Marilyn E Underwood, MA
Academic Advisor
Phone: (859) 218-2064
E-mail: mleste00@uky.edu

Ms. Brandy Reeves
Director of Student Affairs
(859) 218-0112
Brandy.reeves@uky.edu

Mr. Scot McIntosh
Director of Career and Alumni Services
(859) 218-2240
Scot.mcintosh@uky.edu

Ms. Andrea Perkins
Academic Affairs Administrator
(859) 218-2021
Andrea.perkins@uky.edu

Student Support Services

Academic Support
<http://www.uky.edu/AcademicSuccess/>

Division of Student Affairs
<http://www.uky.edu/StudentAffairs/index.html>

Stuckert Career Center
<http://www.uky.edu/careercenter/>

Office of Financial Aid
<http://www.uky.edu/FinancialAid/>

University Health Service
<http://ukhealthcare.uky.edu/uhs/>

Libraries
<http://www.uky.edu/Libraries/>

Office of Student Involvement
<http://getinvolved.uky.edu/>

Parking and Transportation Services
<http://www.uky.edu/pts/>

The Study
<http://www.uky.edu/AE/>

Mathskeller
<http://www.mathskeller.org/>